

May, 1985

Dear Residents:

The Association is pleased to present to you detailed Guidelines for Exterior Alterations and Maintenance for all residential property in the community of Raintree. These Guidelines are designed to provide you with the criteria for applying to alter the exterior appearance of your home and/or lot, and for meeting maintenance requirements for your property. These Guidelines and the Covenants upon which they are based, are intended to ensure that the quality and aesthetic appearance of our community is maintained while allowing Raintree residents the fullest enjoyment of their property.

These Guidelines are based on the collective experience of other planned communities and residents input. The procedure outlined for applying for reviewing and approving exterior alterations is designed to ensure timely, open and equitable handling of applications. Also included is a description of how the Raintree Architectural Control Committee (R.T.A.C.C.) operates. Members of the R.T.A.C.C. will usually review applications on-site. The R.T.A.C.C. is always available to assist residents in developing and, if necessary, modifying their applications so that proposed changes will be approved. Exceptions to the Guidelines will be considered when warranted by extenuating or unforeseen circumstances.

Questions concerning these Guidelines or the Covenants should be directed to the Raintree Board of Directors.

The Raintree Board of Directors.
The Raintree Architectural Control Committee

1.0 ANSWERS TO COMMONLY ASKED QUESTIONS

WHAT ARE THE COVENANTS

The Covenants are a set of legal documents which are part of your settlement documents and “run with the land” (i.e., transfer to future owners). This binding contract assures minimum standards for land use, architectural design and property maintenance. The Covenants are provided for your membership in the Raintree Community Association and for the operation of the Raintree Architectural Control Committee. You should have received these documents at settlement whether you purchased or rented your home from a builder or a resident. These documents are binding, however, whether or not you have received a copy. Copies of the Covenants may be obtained from the Raintree Community Association Board of Directors.

WHY DO WE HAVE ARCHITECTURAL GUIDELINES?

The Covenants empower the Raintree Architectural Control Committee to establish criteria for exterior architectural changes and property maintenance through Architectural Guidelines.

These Guidelines are designed to prevent excesses and abuses of property use while allowing individuals flexibility in property use.

They are designed to keep our community an attractive and desirable place in which to live, while assisting residents in preparation of applications to conform to the Guidelines.

Where a proposed alteration is not covered by the Raintree Community Covenants or these guidelines, an application should be submitted before privacy.

WHAT IS THE ARCHITECTURAL CONTROL COMMITTEE?

The Raintree Architectural Control Committee or R.T.A.C.C. is responsible for setting rules and procures for architectural control, for the review and final approval of all exterior alterations to existing property, and for new construction, including residential and commercial. The Raintree Board of Directors is the final appeal body for all architectural decisions made by the R.T.A.C.C.

The Raintree Architectural Control Committee is composed of volunteers appointed by the Raintree Board of Directors to assist the Raintree Community by previewing all exterior change applications to existing structures and handling routine architectural matters such as conducting on-site visits, making recommendations to the Board or Directors and preparing Guidelines revisions.

HOW DOES THE ARCHITECTURAL REVIEW PROCESS WORK?

Applications are received by the R.T.A.C.C., processed, reviewed and approved or disapproved. Guidelines in effect at the time of application are used to evaluate all proposed changes to the property. The results of the evaluation are returned to the applicant within 30 days.

Applications, if required, conforming to the Guidelines, will be most readily approved. All approved applications will be published in the Raintree Newsletter.

Any appeal of any action by the designated resident member of Raintree is heard by the Raintree Board of Directors.

WHAT HAPPENS IF I DON'T WAIT FOR APPROVAL?

Proceeding with an alteration prior to obtaining written approval is to do so at your own risk and your property would be in violation of the Covenants. You would then face the cost of removing or modifying the alterations to comply with the Raintree Board of Directors' decision should your application not meet requirements. In considering the application the Committee will not be influenced for or against the application if work is commenced prior to approval. However, for the reasons stated above, residents are strongly urged not to undertake construction & please have items placed on your own property, NOT sidewalks, open space, right-of-ways, etc., as this is illegal. Be reasonable about the amounts delivered.

Before doing any digging, call "Miss Utility" toll free at 1-800-559-0100, for free locations of gas, power, telephone and cable lines.

3.0 THE ARCHITECTURAL REVIEW PROCESS

Residents who are considering an exterior alteration to their house or property should review the Raintree Covenants and the Raintree Architectural Control Committee Guidelines. If there are any questions, please contact the Raintree Architectural Control Committee or the Board of Directors.

A written application to the Raintree Architectural Control Committee is required for every new structure placed upon a lot and for most alterations made to existing structures. The purpose of the Guidelines is to assist the resident in planning exterior alterations and in preparing the documents which will provide the R.T.A.C.C., with the information necessary to process the application as quickly as possible. Note: Anne Arundel County requires a building permit and inspection for any types of alterations. A copy of the extract of Anne Arundel County Building Code is available for review by contacting the Raintree Architectural Control Committee. Residents should call Anne Arundel County with any questions regarding these requirements, and should apply in person at the County Office Building in Annapolis. Although the Committee assumes no responsibility for monitoring Anne Arundel County Building Code, a known code violation would, however, be adequate cause to deny an application.

Application Review, Appeal, Completion of Project, Certification of Compliance and Covenant Enforcement procedures are briefly discussed below.

I. Application Procedure

A. Obtain an "Exterior Alteration Application" from the Raintree Architectural Control Committee.

B. Fill out the application as follows:

1. Identification of property location - include name, address and phone numbers of applicant (day and evening). The APPLICATION MUST BE SIGNED BY THE OWNER, OR THE OWNER AND THE TENANT.

2. Description of Changes - The following information should be included: picture or detailed drawing; site plan (plat) indicating relationship of the proposed structure to existing structures and to all adjacent houses and property lines; color samples; description of materials; all dimensions; and any other pertinent descriptive information.

3. Acknowledgment of adjacent property owners - Signatures of affected and/or adjacent property owners are requested. This is to ensure that prior to the Raintree Architectural Control Committee review, planned alterations are made known to adjacent/affected residents. However, signatures do not indicate approval or disapproval but merely show the Committee that neighbors have been informed. As such, these signatures are not the deciding criteria used by the Committee.

C. Return Application to the Raintree Architectural Control Committee.

D. Applications received by the Raintree Architectural Control (Application approval) may appear in the Raintree Newsletter the month following approval.

II. Review Process

A. Prior to the Committee's consideration of an application, Raintree Architectural Control Committee members will, in most cases, view the site and may talk to the resident. Residents are asked to cooperate in this process.

B. Any application that is disapproved will be accompanied by a statement of the reasons for such disapproval.

III. Appeal Procedure

A. If the resident disagrees with the decision of the Raintree Architectural Control Committee, the following process should be followed for an appeal of that action:

1. File a written appeal to the Board of Directors within 10 days of receipt of notice of the decision. The written request must be sent to the Raintree Board of Directors, P. O. Box 241, Arnold, MD 21012.

2. The Raintree Board of Directors will set a date for review of the application acceptable to both resident and Raintree Architectural Control Committee and notify the application.

3. The applicant, the entire Board of Directors, or a quorum thereof, and the Raintree Architectural Control Committee chairman shall be present at the appeal.

4. The Raintree Board of Directors shall render a decision in writing, usually within two (2) weeks of the appeal. Their decision will be binding upon all parties.

IV. Completed Projects

A. Work as expressed in the Exterior Alteration must be completed within 120 days after approval by the Raintree Architectural Control Committee. Failure to do so may cause the approval to be rescinded and resubmittal will be required. Extenuating circumstances should be brought to the attention of the Raintree Architectural Control Committee.

B. Any variances from the original approval terms of the application and the completed project require that an amendment to the application be submitted and reviewed by the Raintree Architectural Control Committee. A major modification will require a new application and approval.

V. Certificate of Compliance Procedure

- A. Alterations may be inspected for conformity with the approved application.
- B. Upon request for an updated Certificate of Compliance, the Raintree Architectural Control Committee Chairman or Co-Chairman will inspect the property to verify compliance with all approved exterior alterations of record. If the property is found in conformance, the Certificate of Compliance will be issued.
- C. An updated Certificate will not be issued if there are any unapproved, improperly constructed, or incompleated alterations on the property. This might affect property resale.

IV. Covenant Enforcement Process

- A. Alleged violations may be reported by anyone to the Board of Directors or to any member of the Architectural Control Committee. Complaints may be filed anonymously and will be verified prior to any action.
- B. Exterior alteration violations will be processed in the following manner:
 - 1. Two letters (second by certified mail) fourteen or more days apart, will be sent to the violator. The letter or letters shall clearly state the nature of the violation.
 - 2. If there is not a response within 30 days, the Raintree Architectural Control Committee may request the Board of Directors to send out fifteen (15) day violation notices, and if thereafter, there is no response, appropriate legal action will be considered.

4.0 GUIDELINES

This next section deals specifically with guidelines which residents must follow when considering any alterations or changes to the exterior structure of their homes and surrounding property.

The guidelines are written in the following format:

I. Scope: Defines area of coverage in specific language

II. Detail: Defines requirements for alterations to be approved, and in certain cases, those minor changes not requiring application.

III. Application Requirements: Specifies peculiar requirements for filling out the application.

NOTE: Alteration Application, in addition to the instructions in 3.0, I-B.

Application should be made for any proposed alteration, not just those specifically addressed in these guidelines.

4.1 ANIMAL HOUSING

I. Includes all structures for housing a dog or other animal allowed by Anne Arundel County and Raintree Covenants.

II. An application is required for all animal structures and should have the following criteria:

A. The size of the animal house does not exceed four (4) feet in any direction (h,l, w) and is located in the rear of the house and within three (3) feet of the house but no closer to any property line than 10 feet. The structures should not be visible from the front street or from the side street of corner lots (screening may be required to accomplish this).

B. The roofing material, color and trim shall be harmonious with the owner's house.

III. The application must include:

A. A sketch showing the dimensions.

B. A plot plan showing the location.

C. A description of the materials and color.

4.2 ANTENNAS

I. This guideline covers all external antenna installations.

II. All external installations require application and approval.

III. Application Requirements: The application should include a site plan showing adjacent properties, proposed location of the antenna, and full information on proposed mounting.

4.3 AWNINGS AND SUN TRELLISES

I. Includes any exterior device used to shade a window, door opening, deck, patio, etc., from the sun or the elements.

II. Applications are required for all awnings and sun trellises. The criteria that the Committee will review in analyzing the application includes:

A. That the color, materials, and size are compatible with the architectural character and existing color scheme of the house.

B. That the location does not adversely affect the views, sunlight, or natural ventilation of adjacent properties.

Applications must include detailed drawings showing location on house, dimensions, color, style, method of attachment (where applicable) and description of the material.

4.4 BASKETBALL BACKBOARDS

I. Includes free standing and attached basketball backboards.

II. An application is required for free standing backboards and for backboards attached to dwellings.

Backboards should be no closer than 10 feet to the rear or side property lines and not forward of the rear line of the house. The application must show the location of the back-board in relation to property lines along with the type of support.

4.5 BUILDING ADDITIONS

I. Includes, but is not limited to, carports, garages, greenhouses, porches, rooms, carport, and porch enclosures. (NOTE: Not included herein are decks, which are the subject of guidelines in 6 to follow).

II. Applications are required for all building additions. The design of the additions must be consistent and compatible with the existing shape, style and proportion of the original house, as follows:

A. The color and texture of siding, roofing, and trim materials shall be the same as the existing materials of primary dwelling.

B. The style and color of new windows and doors shall be compatible with those of the existing dwelling. New windows and doors shall be located on walls at the same approximate height as those of existing dwelling, and be trimmed in a similar color.

C. Roof eaves and fascias should be the same depth, style and approximate height of existing eaves and fascias. New roofs should be the same approximate slope as those on the existing dwelling.

D. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residence or the public's use or enjoyment of open space. New windows, doors, or viewpoint areas from the addition should not infringe upon existing internal or external private areas of adjacent residences.

E. New additions should not create situations in which adjacent neighbors will have difficulty adding to, modifying, or maintaining existing dwellings.

F. Additions shall not adversely affect drainage conditions on adjacent properties.

III. The applications should include:

A. Detailed drawings to scale of new construction, including a plot plan and elevation views of each new exterior wall area. These should show dimensions and locations of such features as floors, windows, roof lines, trim and new exterior lighting fixtures.

B. Description of materials, including type of siding material, roof materials, trim materials and their colors.

C. To assist in their understanding of the application, the Committee may request samples of the proposed materials and/or colors.

4.6 CHIMNEYS, SMOKESTACKS AND FLUES

I. Includes all chimneys, flues and smokestacks for fireplaces, stoves and furnaces.

II. Applications are required for all chimneys, flues and smokestacks and should include the following criteria:

A. A chimney exiting through a wall or the foundation or running vertically along a wall shall be constructed of brick, or stone or boxed in with materials matching the style and color of the exterior wall.

B. A chimney exiting through the roof should be boxed in, if located on the front slope of the roof, the roof ridge, or any other location visible from the front street. Locations on the front slope of the roof should be avoided.

C. When the house already has a chimney:

1. Dissimilar chimneys may not be used unless it is impossible to see both at the same time.

III. Applications should include:

A. A statement as to the architectural style and type of siding of the existing structure.

B. A site plan showing the location of the proposed chimney, flue or smokestack and its relationship to the house, property lines and structures.

C. Detailed drawings showing exterior locations and dimensions of the proposed chimney, flue and/or smokestack.

D. A complete, detailed description of the proposed chimney, flue or smokestack and proposed exterior construction materials.

E. Details as to the location, size and material composition of any existing chimney, flue or smokestack.

4.7 DECKS

I. Includes all wooden walkways or platforms at or above ground level added after construction of the house.

II. An application is required for all decks and should include the design, location and size of the deck conforms to the design and scale of the house and neighboring dwellings.

III. Applications should include:

A. Detailed drawings showing the size, style and elevation of the structure, details of any railings, attached benches and planters or steps planned.

B. A list of materials including style or type.

C. A description of the treatment to be applied to the materials.

D. A description of proposed installations and changes in exterior lighting.

E. A site plan showing the relationship of the structure to the house and any adjacent dwellings and property lines.

F. A description of any equipment such as meters or heating and air conditioning sources which will be relocated and its proposed location.

G. Sun roofs and trellises should be described when applicable.

4.8 DRIVEWAYS

I. Includes any re-paving or additions to existing driveways or paved walkways.

II. Requirements:

A. No application is required to replace an existing driveway where the materials, size, shape or grade will not be changed nor to seal a paved driveway.

B. An application is required for any new driveway construction, including expansion and will most readily be approved if: The driveway is constructed of Portland cement concrete (except when matching a different originally approved driveway material). Exceptions may be considered, in cases of extremely long driveways.

III. An application should include the following information:

A. A site plan with dimensions showing the relation to existing structures, trees, and property lines.

B. A description of material to be used, including color and texture.

4.9 FENCES

I. Includes all hedges, solid, transparent or semi-transparent barriers constructed of wood, masonry or any combination of these materials.

II. An application is required for all fences and hedges. The application should have the following criteria: (NOTE: Corner lot property owners should observe Article VIII, Section 4 of the Covenants).

A. General Guidelines

1. Property line fencing should not extend forward of the mid-point of the sides of the house. On corner lots the fence also does not extend past the side line of the house on the side facing the street.

2. No chain link or wire mesh fences will be approved.

3. Gates should match the fence in material, style and color.

4. The outside appearance of the fence shall be finished (rails and posts on the inside).

5. Special consideration will be given to flag lot property owners.

B. Solid Fences:

1. Solid Fences: Solid fences, such as panel, board-on-board, up to 6 feet in height are best when adjacent or attached to the house. Special attention should be given in design and construction to avoid wind. In areas of sloping terrain the fence sections should be stepped and any horizontal rails be made to match in the same plane. These fences should be stained or remain natural.

2. Semi-transparent Fences: Semi-transparent fences may not exceed up to 6 feet in height. Hedges will be considered on an individual basis under this category. These fences should be stepped, if on a sloping terrain, and should be stained or remain natural.

3. Transparent Fences: Transparent fences, such as, two or three rail split fence, should have maximum height of 42 inches for two rail or board fences and 48 inches for three rail or board fences. Galvanized or black painted welded wire mesh may be attached to the INSIDE of the fence, but may not extend beyond the top rail. Vinyl coated or colored wire is allowed. These fences MUST remain neutral.

III. Application Requirements:

A. Submit a plot plan showing the location of the fence on the property and include the following information:

1. Fence style and materials

2. Color of fence

3. Fence dimensions and site plan which shows the relationship to adjacent houses, open spaces and property lines

4.10 GRILLS AND BAR-B-QUES (Permanent)

I. Includes only permanent grills and bar-b-ques made of cast iron, aluminum, brick, masonry, or incorporates as any other permanent structure.

II. An application is required for all permanent grills and bar-b-ques and should have the following criteria are met:

A. Gas grills, permanently installed on a concrete base, must be:

1. Located behind the rear line of the house and located within 15 feet of the rear of the house.

2. Located at least 10 feet from the rear property line, and located at least 10 feet from the side property line.

B. Other permanent grills must be located behind the rear of the house and at least 10 feet from the rear and side property lines. The materials should be compatible with the owner's house and not so large as to dominate the space.

III. Application Requirements:

A. The application should include a plot plan showing the location of the proposed grill, a scale drawing of the grill and materials to be used for the grill.

4.11 GUTTERS AND DOWNSPOUTS

I. Includes all new or replacement gutters and downspouts on existing or new structures. Gutters and downspouts for new structures should be included in the building alteration application (Guideline 4).

II. Requirements:

A. No application is required for gutters and downspouts which match the color of the house or trim and are in the same locations as previously approved.

B. An application is required for all other gutters and downspouts.

III. Application Requirements:

A. Include a drawing showing the location of the gutters and downspouts.

B. Describe the color of the house, trim and include paint chips to show the color of the gutters and downspouts.

4.12 LIGHTING

I. General

A. The replacement of an existing light fixture, if accomplished with a realistic match to the old fixture, does not require approval from the Architectural Committee. If a change in style, size, shape, color or positioning is desired or if additional light fixtures are to be installed on existing or new structures, an application is required. Applications for exterior additions, such as garages or carports, should include details of the lighting fixtures proposed.

II. A. Permanent Exterior Lighting and Wiring: Requires a full application. All exterior lighting should be installed so as to not shine directly on adjacent property or open or public space, and should be aesthetically planned for each location.

B. Security Lighting: Flood lights and various types of high output lights fall under this group. Exterior lighting of this type must be considered more carefully because of the impact on neighboring properties. Light fixtures of this type should be carefully aimed so that they illuminate only a specific area, such as a doorway. Some high output light fixtures may have to be shielded in a manner similar to some street light installations to prevent unwanted excessive intrusion of light from one property to another.

C. Temporary Lighting: Decorative holiday and festival lighting does not require approval, however, holiday lighting should not be installed prior to 30 days before the holiday and totally removed within 30 days after the holiday. Temporary electrical lighting and wiring for street decorations on, over or across any public street, avenue or highway requires an application and Anne Arundel County permit and may require evidence of adequate insurance coverage.

III. Application Requirements:

A. Detailed drawing of exterior light placement on plot plan.

B. Drawing or picture of fixture to be installed and location when changing builder's installed

fixture.

4.13 PAINTING, STAINING OR RE-SIDING

I. Includes the repainting, staining or re-siding of all buildings and other improvements.

II. An application is only required for any repainting, staining or re-siding if the existing colors are to be changed. Applications should have the following criteria:

A. The number of colors used should generally be limited to one for siding, one for trim and a compatible accent color for the door.

B. Selected colors should complement the roof color.

C. Foundations should be painted the same, or as close to the same, color as the siding.

III. Application Requirements: Actual paint/stain sample on wood or a piece of the proposed new siding or a paint/stain chip.

4.14 PATIOS AND WALKWAYS

I. This section refers to any new or exposed patio or walkway or to changes in existing patios or walkways.

II. An application is required for all patios and walkways and should contain the following criteria:

A. All new materials should be of a simple material of a neutral color, such as undyed concrete, stone, clay, brick or treated wood.

B. The design, location and size of patio and walkways conform to the design and scale of the house and neighboring dwellings.

C. Existing contours should be disturbed as little as possible. Terracing to follow existing land contours should be built in small increments or a safety railing should be provided.

D. The location should provide reasonable visual and acoustical privacy for the neighbors. Screening, fencing or planting may be required to preserve such privacy.

III. Application Requirements

A. A site plan with dimensions showing the new walkway or patio in relation to existing houses, trees and lot boundaries

B. A description or sample of the materials to be used.

C. A description of proposed lawn contour changes, plantings, screen, railings, benches, new exterior lighting, etc. (see the applicable guideline for these items).

4.15 PLAY EQUIPMENT

I. Includes swing sets, play equipment, sand boxes and play houses.

II. Requirements:

A. An application will be most readily approved for swing sets and play equipment of open construction as long as the following criteria are met:

1. Height of eight feet or less.
2. Length of ten feet or less.
3. Located at the rear of the house.
4. Location meets County setback requirements.

B. An application for sand boxes will be most readily approved as long as the following criteria are met:

1. Height one foot or less above the ground.
2. Area 20 square feet or less.
3. Located at the rear of the house and within lines defined by the sides of the house exterior and extended to the rear.

C. An application is required for all other permanent play equipment and should have the following criteria:

1. Located in the rear of the house.
2. The overall size of the equipment is proportionate to the areas and does not dominate the site. Fencing and plantings may be required for screening (see the guidelines for fencing and screening).

III. Application Requirements

A. A site plan showing the location of the equipment to the house, property line and neighboring houses.

B. A picture or sketch of the equipment.

C. A description of the color and materials and the overall dimensions.

(NOTE: Play equipment must be properly maintained. When repainting, a solid color that blends with the surroundings should be used. Wood should be allowed to age naturally or be painted brown or dark green.

4.16 POOLS - HOT TUBS - JACUZZIES

I. Children's portable wading pools that can be readily emptied at night, does not exceed 18" in depth and whose surface area does not exceed 36 square feet, do not require an application. An application is required for all other pools.

II. An application should have the following criteria:

A. The size of the pool should be based on lot size, be of reasonable proportion to the house, and conform to Anne Arundel County Building Codes

The application should include the following information:

Each application must include a certified plot plan showing, in detail, the location of the proposed pool and its associated equipment, and indicating the location of all neighboring dwellings which will have visual access to the pool. Landscaping and grading, as well as details of existing or proposed deck areas, patios, lighting, walkways, and any other changes or additions to the existing property must be indicated on the application.

4.17 SHEDS AND STORAGE

I. Includes any structure built to house tools and provide extra storage outside the existing house.

II. An application is required for all sheds and should have the following criteria:

A. Sheds should be located to the rear of the house. Landscape screening may be required.

B. Size should be based on lot size, or slope, and be in, reasonable proportion to the house or fenced area.

C. The roofing material, color and trim shall be harmonious with the owner's house.

III. Application Requirements

A. Site plan which shows relationship of shed to your house and property lines.

B. Picture and/or detailed drawing of the shed to include shed dimension, style and location of door(s).

C. List of materials to here used.

D. Color of shed.

E. Approval is contingent on resident's commitment to building a sturdy, permanently anchored structure which will be maintained.

F. Proposed landscape screening when applicable.

4.18 SOLAR COLLECTIONS/WIND GENERATORS

I. Includes all devices used in the conversion of solar energy to heat or electricity. Included, but is not limited to those devices attached to the permanent dwelling or free standing. In general, wind generators will not be approved.

II. Requirements: An application is required for all solar collectors.

A. Collectors on a flat roof should be set back and concealed with a parapet unless integrated with the roof design of the structure.

B. Smaller collectors may be laid on top of a sloping roof anti finished to appear as a skylight.

C. All trim shall be painted to match the background color of the roof.
Pipes shall be concealed.

D. Free standing collectors will generally not be approved, but may be considered on a case by case basis, if located behind the structure and completely concealed from the street, neighboring properties and open space or worked into another architectural element.

III. Application Requirements

A. Site plan plus elevations of the house showing the appearance of the collector when in place.

B. Show how the collector edges will meet the roof.

C. Include paint chips with list of materials to be used.

D. How pipework is to be concealed.

E. Free standing units should include detailed drawings showing how the unit will be concealed.

F. Site plan showing adjacent buildings, tree, house and proposed panel locations.

G. Dimensions of the structure and of the proposed collector.

H. Description of the energy system of which the proposed collector is a part.

4.19 WOODPILES

I. Includes stacked, cut wood for fireplaces and wood burning stoves.

II. Requirements: An application is not required for all woodpiles when the following criteria are met:

A. Located to the rear of the house.

B. Size of stacked woodpile is commensurate with the lot and locations

C. Anne Arundel County Code requires that woodpiles be placed at least 12" off the ground to prevent rodents.

III. When deviating from the above requirements, the application should include a plot plan showing the location, size and any screening.